

THE CITY OF SIGNAL HILL, CALIFORNIA INVITES YOU TO APPLY FOR **POLICE CAPTAIN**



The City

The City of Signal Hill is located three miles from the ocean in southeast Los Angeles County. This unique City is entirely surrounded by the City of Long Beach. Signal Hill is identified with the panoramic views from the hilltop. Wise planning and strong leadership have transformed this former oil town into a fiscally solid city with one of the highest sales tax generation rates in the County. This progressive city has an active Public Works Department and Redevelopment Agency. Economic Development projects such as the Signal Hill Auto Center and Town Center assure continued fiscal strength.

Signal Hill residents enjoy amenities such as a City Library, an extensive Parks & Recreation Program, a Municipal Water Department and a Police Department with a three-minute response time. Financial resources enable the City government to provide high quality services to the community, which instills pride in the City's employees. A small town atmosphere within a large metropolitan area makes Signal Hill a truly unique place to live and work.

Mission Statement

Committed to Excellence in Service

*We, the members of the Signal Hill Police Department,
Are devoted to enhancing the quality of life in the
City of Signal Hill by:*

*Providing a proactive and professional level of police service
Treating all persons with fairness, respect and dignity
Strengthening our partnership with the Community*

The Police Department

The Signal Hill Police Department provides a wide range of services to its community. The current operating budget is approximately \$7.5 million. The total staff of 54 employees (36 sworn) is divided into two traditional divisions. The Department has a Reserve Officer Program, Community Volunteer Program, and an Explorer Scout Post.

Under direction of the Chief of Police, the two Police Captains oversee the Administrative Services Division or the Operations Division. They are expected to exercise independent judgment, common sense and initiative in establishing efficient and effective departmental operations; direct and implement comprehensive training programs; prepare and administer the Department budget; make recommendations for changes in organizational and operating procedures; prepare administrative reports and grants; make presentations before the City Council, other agencies and a variety of civic organizations; handle personnel issues including internal affairs investigations, disciplinary matters and workers' compensation issues; oversee background investigations and internal audits.

The former Police Chief accepted the Chief of Police position with the City of Culver City on May 5, 2006. Signal Hill's new Chief of Police was promoted from within. This created the current Captain vacancy in the Operations Division.



The Ideal Candidate

The City is seeking a proven leader who:

- Values and exemplifies integrity;
- Will provide leadership to a major division, has a participative management style and believes in empowerment, mentoring, team development and motivates others to achieve their full potential;
- Has a strategic vision and is supportive of new innovations, ideas and technologies;
- Effectively creates partnerships with the community, thus demonstrating exceptional customer service;
- Will creatively and effectively manage within available fiscal resources;
- Has knowledge and experience in dealing effectively with citizen complaints/concerns and the ability to maintain good order and discipline within a professional police organization;
- Will be an active participant of the City's management team;
- Has exceptional writing skills and the ability to effectively communicate orally;
- Is politically astute;
- Is personable, approachable, a good listener and has a sense of humor;
- Ability to make independent decisions while, at the same time, functioning as a cooperative member of the department's management team, supportive of decisions and policies once they have been made.

Education and Experience

Candidates must possess a Bachelor's Degree in Criminal Justice, Business Administration, Public Administration, or a related field and ten years law enforcement experience including at least four years experience at the level of Police Sergeant or higher in rank. A P.O.S.T. Supervisory Certificate is required. FBI Academy, Command College and a Master's Degree in a related field are desirable.

Position requires possession of or ability to obtain a valid California Driver's License.

Compensation and Benefits

Annual Salary:	\$100,717—\$122,422 (7/8/06); \$103,738—\$126,095 (1/1/07) \$103,738—\$132,399 (1/1/08)
Schedule:	The Captain will work a 4/10 schedule.
Retirement:	Provided through the Public Employees' Retirement System (PERS). The City pays the full 9% of the employee contribution; 3% @ 50 formula, single highest year retirement calculation.
Medical:	The City participates in the PERS health benefit program and contributes \$815 per month toward medical premiums. One-half of any monies remaining after medical premiums may be applied toward other optional benefits.
Dental:	The City places \$60 per month per employee into a "dental pool". Funds not used by single employees are distributed to employees with dependents.
Insurance:	The City provides life insurance equal to three times an employee's annual salary, up to \$300,000. Short and Long Term Disability are also provided.
Deferred Compensation:	Employees may elect to participate in a deferred compensation program. The City will contribute 1.5% of salary upon the employee's contribution of 3% of salary.
Flexible Spending Account:	Employees may elect to participate in a "pre-tax dollars" flexible spending account for dependent care and/or unreimbursed medical costs.
Administrative Leave:	Sixty-three (63) hours per year.
Vacation:	96 to 176 vacation hours per year, depending on length of service.
Holidays:	80 holiday hours and 32 personal hours annually. All new employees receive 2.67 hours of personal holiday leave for each month remaining in the year, including the month they are hired.
Sick Leave:	12 sick leave days annually with buyback program in June.
Wellness Benefit:	Eligible to receive up to \$250 per year via reimbursement for health club fees, wellness programs & employee medical expenses not covered by health, dental and vision insurance.
Uniform Allowance:	\$462.50 annually.
Additional Benefit:	Assigned take home vehicle.

Application and Selection Procedure

RECRUITMENT SCHEDULE

July 14, 2006	Closing date for applications, supplemental applications & resumes
July 17-20, 2006	Initial screening of candidates' materials
August 1, 2006	GMIB & writing skills exercise
August 22, 2006	Oral interview
August 30, 2006	Candidates notified of final results

The final filing date is Friday, July 14, 2006 at 4:30 p.m. Postmarks are not accepted. If you are interested in this outstanding career opportunity, send your resume, including five work-related references, completed City of Signal Hill application and completed supplemental application to:

City of Signal Hill
Personnel Department
2175 Cherry Avenue
Signal Hill, CA 90755
(562) 989-7385

Log onto our website at www.ci.signal-hill.ca.us for more information and to download an application. Upon review, those candidates most closely meeting the qualifications will be invited to participate in a writing skills exercise and the General Management In-Basket (GMIB). Candidates who are successful on the GMIB will be scheduled to participate in an oral interview.

Upon conditional offer of employment, the candidate must successfully complete a background investigation, psychological examination, and a medical evaluation by an appointed City physician. The probationary period for this position is 12 months.



The City of Signal Hill, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The City is also committed to maintaining facilities that are free of harassment, drugs, and alcohol. A copy of the City's full policy on non-discrimination, sexual harassment, treatment and counseling, and maintenance of a drug-free environment is available in the Personnel office.